Comprehensive Community Plan Update Directions

Step 1 - At a LCC meeting approximately 3 months before the Comprehensive Community Plan Update is due; print off data needed sheet and ask LCC to assist with gathering needed data.

Step 2 - At next LCC meeting or Comprehensive Community Plan Committee meeting (2 months before due date), print off objectives sheet and discuss. Having the grant report forms (data from grantees in whatever form you collect it) is very helpful for going through objectives. You should be able to answer these questions for each objective.
1. What has been funded under this objective and problem statement? Include numbers from report form for programs funded.
2. What else has been going on in the county? You can include things that are happening that are not necessarily funded by the LCC.
3. Are there any additional things that need to be explained to someone outside of the county so that they can understand what has been going on in your county?

Step 3 - Type all data and objective updates into Comprehensive Community Plan form. Make sure the all information flows from year to year. If the data point is under a certain number, it should always be listed under that same number in the form from year to year.

Step 4 - Once you gathered all data, review data gathered from last two years. What does it look like? Has there been an increase of decrease? Under the Benchmarks section, you will want to type any changes in data. If you know a reason data would have fluctuated, you will want to state that in the benchmark section.

Step 5 - Complete financial portion with last fiscal year of grants. Make sure to include who got a grant and what they did.

Step 6 - Provide copy to LCC for approval.

Important Notes:
- Do not use acronyms. Not everyone will understand them.
- Make sure to fully explain what has been happening in the county.
- Remember that someone outside of the county is evaluating and will need a lot of information on what has happened.
- More information is always better than not enough.